LOGISTICS INFORMATION MANAGEMENT COURSE
FOR INTERNATIONAL LOGISTICIANS

Saturday, 7 Sep 02   Student Arrivals NLT 2300 HRS

Sunday, 8 Sep 02

1830-2000   Registration (Battle Creek Inn)   Invited Guests

                               Welcome   Commander, DLIS
                                                                 U.S. Representative,
           AC/135 Main Group

                               Presentation to the Battle Creek Inn   Commander, DLIS
                                                                 Battle Creek Inn Staff

Monday, 9 Sep 02, Room 1-1-4 – Installation Briefing/Student Orientation

0800   Leave Battle Creek Inn

0830   Arrival/Opening Remarks

0835   Curriculum Overview (Student Binder)
                               -NCB College Overview

0900   Photo Session with Students   Commander, DLIS
                                                                      U.S. Representative,
           AC/135 Main Group

0910   Curriculum Overview (Continued)

0930   Administrative Remarks (Student Binder)
                               -Internet/Computer Usage Policy
                               -Sexual Harassment Presentation

1010   DLIS Overview

1100   Tour of the Federal Center
                               Federal Center Facilities (Cafeteria,
                               Snack Bars, Rest Rooms, Health Unit,
                               Classrooms)
                               Tour of U.S. NCB

1130   Lunch

1230   Student Presentations
                               -Student's logistics background
                               -Student Goals for Learning
                               -Culture and Geography of the country

1430   Dismissal
                               Student Bank Accounts
                               Return to Battle Creek Inn

Tuesday, 10 Sep 02-Classroom 3, DoD Acquisition and Provisioning Process

0830   Course Director Time

0900	Workshop Overview and Orientation	Defense Acquisition University (DAU)
1000	Acquisition Logistics Overview and Requirements Determination	
1130	Lunch	
1230	Data Acquisition	
1530	Adjourn	

Wednesday, 11 Sep 02, Classroom 3 – DoD Acquisition and Provisioning Process

0830	Provisioning Planning Overview	DAU
1000	Provisioning Planning Considerations	
1130	Lunch	
1230	Provisioning Planning Considerations (Continued)	
1330	Provisioning Methods and Techniques	
1530	Adjourn	

Thursday, 12 Sep 02, Classroom 3 – DoD Acquisition and Provisioning Process

0830	Formal Provisioning Process	DAU
1030	Source, Maintenance, Recoverability (SMR) Coding and other Factors	
1130	Lunch	
1230	Source, Maintenance, Recoverability (SMR) Coding and other Factors (Continued)	
1530	Adjourn	

Friday, 13 Sep 02, Classroom 3 – DoD Acquisition and Provisioning Process

0830	Initial Requirements Determination	DAU
1130	Lunch	
1230	Float Time	
1430	Summary and Wrap-Up	
1530	Adjourn	

Saturday, 14 Sep 02

1830	Dinner at Home (evening) of Deputy Director for International Cataloging	U.S. Representative, AC/135 Main Group NCB College Staff

Monday, 16 Sep 02 – Training Site Visit

Visit to Greenfield Village, Dearborn, Mi.

Tuesday, 17 Sep 02, Classroom 3 – NATO Cataloging Policies and U.S. NCB Operations

0830	Introduction to NATO Codification Background of NATO Codification -History of NATO Codification -What is the NATO Codification System -NATO Stock Numbers (NSNs) -Organization and Governance	NAMSA
0915	NATO Codification for non-NATO nations (some basic concepts) -Basic principles -National Codification Bureau -Organizational structures -Codification data -Information system	NAMSA
1000	Basic Codification Data -NATO Stock Numbers -NSG/NSC -NCAGE	U.S. NCB
1030	Coffee Break	
1045	International Operation of the NCS -Record format & segments -Input transactions -Output transactions -The Codification process -Request for codification services -Examples of transaction processing	NAMSA
1130	NATO Luncheon (Conference Room 1-9-2 Both Sides)	U.S. NCB Staff
1300	NATO Sponsorship and BASELOG Programs	NAMSA
1400	NATO Codification Publications -AC/135 Handbook -NATO Codification System Guide -AcodP-1 -CodSP	NAMSA
1445	Coffee Break	
1500	Codification Support Publications (continued) -AC/135 Handbook -NATO Codification System Guide -AcodP-1 -CodSP	NAMSA U.S. NCB
1530	Adjourn	

Wednesday, 18 Sep 02, Classroom 3 – NATO Cataloging Policies and U.S. NCB Operations

0830	The NATO Mailbox System	U.S. NCB

	- NATO Data Exchange (NADEX)	
0930	Codification Tools and Products	U.S. NCB
1015	Use of the Internet in NATO Codification	U.S. NCB
1145	Lunch	
1245	Strategy and Politics	U.S. NCB
1315	The Future of Codification	U.S. NCB
1415	The Relationship of Codification to Logistics	U.S. NCB
1500	The U.S. National Codification Bureau	U.S. NCB
1530	Adjourn	

Thursday, 19 Sep 02, Classroom 3 –NATO Cataloging Policies and U.S. NCB Operations, Introduction to U.S. Government, NATO Standardization

0830	NATO AC/135 Linkage to NATO Standardization -ISO Standards -PLIB/STEP -UPC Codes -Bar Codes	U.S. NCB
0930	Cataloging -Mission -Customers -Products/Services -Initiatives -Standardized System -Future Initiatives	
1015	Staffing the Cataloging Center -Organizational Structure -The Hiring Process -Recruitment Sources -Recruitment Strategies -Manpower/Manning -Training Management and Administration --Managing Training Data --Roles --Training Plans --Annual Goals	
1100	Cataloging Programs and Initiatives	
1130	Lunch	
1230	Introduction to U.S. Government	
1330	Overview of the Legal System Structure/Process	
1430	Labor Relations	

1530	Adjourn

Friday, 20 Sep 02, Classroom 3 – Basic Cataloging Training Course

0830	Introduction—Federal Cataloging Training
0915	Federal Cataloging System and History Overview Five Steps of Item Identification
1115	DLA Today (15 minute video) NATO Video
1130	Lunch
1230	Item Name Introduction-H6 Hardcopy
1400	Exercise—H6
1430 1 hour	Exercise—H-Series
1530	Adjourn

Monday, 23 Sep 02, Classroom 3 – Basic Cataloging Training Course

0830	Federal Supply Classification (FSC) Introduction—H2 Hardcopy Exercise—H Series H-2 Exercise	

1030	LSA Flow
	-DDE Demonstration
	  (ordering items and menu screens)
	-Process Control Responsibilities
	-LSA Sheet
	-AC/135-No. 7
	-Research Checklist and Research Tools
	-Requesting Information from Manufacturers
	  And NCBs
	-Return to Country Actions
		U.S. NCB

1130	Lunch	
1230	Research (Completed)	U.S. NCB
1330	Tour of the Central data Library	U.S. NCB
1400	ACODP-1 (Note I) -Review Item Names-Sub-Sections 221-225 - Review Classification-Sections 310-330 -Multilingual AcodP2-3	U.S. NCB
1430	National Stock Number (NSN)	

1530	Adjourn	

Tuesday, 24 Sep 02, Classroom 3 – Basic Cataloging Training Course

0830	On-the-Job (OJT)—NSN #1 -Research assigned items - Determine Item Name - Determine FSC	U.S. NCB
1130	Lunch	
1230	Types of Item Identification (II) Total Item Record (TIR)	
1430	Type of Item Identification Exercise	
1530	Adjourn	
1745	Soccer Game	

Wednesday, 25 Sep 02, Classroom 3 – Basic Cataloging Training Course

0830	Federal Item Identification Guides (FIIGs)	
0930	Exercise A239 Type 4	
1030	Exercise A238 Type 1	
1130	Lunch	
1230	Exercise (Continued)—New Concept FIIG	
1530	Adjourn	

Thursday, 26 Sep 02, Classroom 3 – Basic Cataloging Training Course

0830	Complete FIIG exercises	
0915	ACOCP-1-International Item Identification Guides (IIGs) (Note II) -Item of Supply/Item of Production (Sub-Section 122) -Methods of item Identification (Sub-Section 261) -Types of Item Identification (Sub-Section 262-264) -Collaboration for IIG Maintenance and FSC Changes (Sub-Sections 251-253, 255) -Collaboration on New IIGs (Sub-Section 254) -Exchange of Descriptive Data (Sub-Section 256) -MRD/Decoding System (Sub-Section 282, 285-286)	U.S. NCB
1000	OJT-NSN #1 -Prepare description with FIIG	U.S. NCB
1130	Lunch	
1230	Publications Introduction to FLIS/LOGRUN/LOLA 97	

1530	Adjourn
1745	Volleyball Game

Friday, 27 Sep 02-Saturday, 28 Sep 02 – Trip to Chicago, Illinois (IP)

0700	Departure from Hotel (27 September)
	Return to Battle Creek (28 September)

Monday, 30 Sep 02, Classroom 3– Basic Cataloging Training Course

0830	FEDLOG
1130	Lunch
1230	Segment A Critical Data Elements -PMIC, ESDC, ADPEC, DEMIL, Criticality Exercise – Critical Data Elements -DEMIL Program Office Functions/Mission
1330	Review of Sample TIR Screenings
1400	Segment B User Management (Note III) -Major Organizational Entity (MOE) Rules: Volume 13 -ACODP-1-MOE Rules (Sub-Section 476, Section 552, CODSP)
1500	Item Management Coding
1530	Adjourn

Tuesday, 1 Oct 02, Classroom 3 – Basic Cataloging Training Course

0830	Reference Numbers	
1030	Drawings Exercises: Drawings Exercises: Reference Numbers	
1130	Lunch	
1230	ACODP-1-NATO Reference Numbers (Note IV) -Interchangeability Indication between countries (Sub-Section 233) -Use of Standard Reference (Sub-Section 235) -"S" NCAGE (Sub-Section 242) -NCAGE Assignment (Sub-Section 231-234, 241-242) -NATO Codification Clause—Issue of Type 2 II -PACS MCRL	U.S. NCB
1300	MEDALS/JEDMICS	
1330	Central Data Library -CDL Functions -Technical Data -Processing Vendor Catalogs/CAGE POC -Processing Technical Orders -Maintaining CD-ROM Products	

	-DAPS Reports
	-NIIN History Screening
1430	Catalog Management (Segment H) Coding
1530	Adjourn
1630	Dinner at Bundys'

Wednesday, 2 Oct 02, Classroom 3 – Basic Cataloging Training Course

0830	Data Input/Output Procedures	
0900	Edits/Reject Analysis	
0930	SSR- NSN Assignment	
	-Transaction Development	
	-Use of LOGRUN for screening	
	-Research Checklist	
	-Prepare characteristic data	
	-DoD 4100.39-M	
1100	ACODP-1 (TIR Data) (Note V)	U.S. NCB
	- DRNs-Sub-Section 123	
	- Input/Output Transactions-Sub-Section 441	
	- Data Segments for International Transactions	
	(Sub-Sections 510-512)	
1130	Lunch	
1230 2 hour	U.S. NCB Operations	U.S. NCB
	Direct Data Entry (DDE) Demonstration	
	(entering an LN_, print, transfer, and	
	submit a file)	
1430 1 hour	OJT-NSN #1	U.S. NCB
	- Prepare Segment A Input	
	- Prepare Segment B Input	
	- Prepare Segment C Input	
	- Prepare DDE Input (A/B/C/V)	
1530	Adjourn	
1900	Reception at Southern Exposure	
	Wine/Cheese/Hors d'Oeuvre	

Thursday, 3 Oct 02 – Basic Cataloging Training Course/ Air National Guard Base Visit

0830	Visit to Air National Guard Base
	Battle Creek, Mi. (Management and Systems Flight,
	Supply Warehouse, Combat Supply and Support, Maintenance)
	-Stock Control
	-Stock Fund
	-Equipment Management
	-Supply Training and Customer Service
	-Warehouse and Receiving (to include DRMO processing)
	-Pick-up and Delivery
	-Combat Operations
1130	Lunch

1230	OJT-NSN #2	U.S. NCB
	-Research LSA completely	
	-Determine FSC	
	-Determine INC	
	-Prepare Segment A Data	
	-Prepare Segment B Data	
	-Prepare Segment C Data	
	-Print, review, submit, transfer	
	transaction for processing	

| 1530 | Adjourn |

Friday, 4 October 02 – Informational Program

Visit to Kellogg Biological Center, Richland, Mi.
- Bird Sanctuary, Kellogg Manor, Dairy Farm, Kellogg
Forest)

Saturday, 5 Oct 02

Cookout

Monday, 7 Oct 02, Classroom 3 – OJT Preparation of Item Identifications/LSB Processing

0830	OJT-NSN #3	U.S. NCB
	-Research LSA completely	
	-Determine FSC	
	-Determine INC	
	-Prepare Segment A Data	
	-Prepare Segment B Data	
	-Prepare Segment C Data	
	-Input via DDE, print, review, submit,	
	transfer transaction for processing	

| 1130 | Lunch |

| 1230 | Informal Reception |

| 1300 | OLCIMS-Demo |

| 1330 | LSB Processing (2 hours max.depending on | U.S. NCB |
| | Required for reception) | |

1500	Spain	U.S. NCB
	-SICAD cataloging data system	
	- COD SP 100—Spain NCB Organization	

| 1530 | Adjourn |

Tuesday, 8 Oct 02, Classroom 3– Basic Cataloging Training Course

| 0830 | Federal Cataloging Maintenance |

0915	ACODP-1-Input/Output Procedures (Note VI)	U.S. NCB
	-Input/Output Codes (Sub-section 521-523)	
	-Input/Output Cross References	
	(Sub-section 524-526)	

	-Codes used in International Transactions (Sections 540-560) -LSA/LSB/K27-Sections 410, 420, 430, 440, 450 -Emergency NSNs (Sub-Section 444.3)	
0945	Effective Dating	
1000	Collaboration	
1010	Cancellations/Reinstatements	
1025	The Maintenance Team-Functions/Roles	
1030	Maintenance Transactions (CBT Lesson) (Begin)	
1130	Lunch	
1230	Maintenance Transactions (CBT Lesson) (Continued)	
1300	KI Maintenance Exercises (KI Package) (Exercise Team, Walter Power, KI; Keith Palmerton, KI)	U.S. NCB
1430	ACODP-1-Maintenance Process (Note VII) -New Maintenance Team -Initiatives for a New Maintenance Form -Collaboration of NATO Cataloging Actions (Collaboration with U.S. users on foreign NSNs) -Maintenance Transactions-LTI, LAU, LDU, LAR, LDR, LCR, LMD, LFN (Sub-sections 442, 445-449, 522, 524, 532) - Output Transactions-(Sub-sections 525, 533) - Reinstatements (Sub-section 274, 478) - Cancellations (Sub-sections 273, 475)	U.S. NCB
1530	Adjourn	

Wednesday, 9 Oct 02 – Informational Program

District Court Visit

Fire/Police Departments

Mayor's Office

Battle Creek Unlimited Industrial Park Tour

Tour of the Veteran's Cemetery

Thursday, 10 Oct 02 – Publications
                National Cataloging Center Operations/Observation Training: Provisioning

0830	Compact Disc Users Course (Logistics Information Users Course) -AMMO Catalog -Characteristics Data -DEMIL -H-Series

-MD/I&S
                        -MCRD
                        -MEDCAT
                        -UDR
                        -NATO MCRL

1100   -Afloat Shopping Guide

1130   Lunch

1230   Provisioning—DLIS Process
                        -Provisioning Screening (DLIS-SA)
                        -Provisioning Overview (Background,
                         Screening, Future Plans)
                        -Provisioning Concept
                        --Definition
                        --Common Service Provisioning Procedures
                        --Specific Service Provisioning Procedures
                        --Practical Exercises

1430   Overview of the FLIS Data Base
                        -FLIS Data Overview (include BSM impacts)
                        -Transaction Management/Transaction
                         Builder Capability
                        -Surcharge

1530   Adjourn

Friday, 11 Oct 02, Classroom 3 – National Cataloging Center Operations/Observation Training:
FIIGs, CAGE/Reference Numbers

0830   Lithuania   Lithuania NCB
                        -Organization of the NCB
                        -Functions/Operations
                        -ADAGIO cataloging data system

0850   Czech Republic   Czech NCB
                        -Organization of the NCB
                        -Functions/Operations
                        -AURA cataloging data system

0950   Tool Development—Files/Interfaces
                        -Process Maintenance of FIIGs
                        -Master Requirements Directory (MRD)
                        -FIIG Edit Guides
                        -FIIG Characteristics Cross-Reference
                        -Characteristics Mass Change System
                        -Characteristics Mass Change Application
                        -On-Line Chracteristic Search Application

1120   Hazardous Materials
1121   -Material Safety Data Sheets
                        -Value Added Data (Transportation,
                          Storage, Etc.)

1150   Environmental Attributes
                        -DLA Affirmative Procurement

1205   Use of DoD Ammunition Codes (DoDAC)

11

1220	Lunch	
1315	Central Contractor Registration Commercial and Government Entity (CAGE) Codes	
1415	GIRDER Program	
1430	Quality Data Base	
1445	WebLINK International (with practical application exercises)	
1530	Adjourn	

Monday, 14 Oct 02 – Holiday, Columbus Day (No Training Sessions)

Tuesday, 15 Oct 02, Classroom 3 - National Cataloging Center Operations/Observation Training:
Customer Support and Publications

	VP Orientation: Publications Management/ Production of the NCB Mission
0830	-Logistics Information Distribution Overview
845	-FED LOG-General Purpose CD ROM Product
0900	-VRep-Information Web Site
0915	-WebFLIS-Database Access from the Web
0930	-UDR-Information for Specialized Supply Chain (medical)
0945	-Break
1000	EPP-Homeland Defense
1015	AcodP-International Logistics
1030	Tailored Data Products-High Volume of Data
1045	NIMA-Specialized Information (Maps)
1115	Trends in Logistics Information Distribution
1130	Lunch
	VS Orientation: Customer Support Functions of the NCB Mission
1230	-Call Center Tour
1330	-Marketing Opportunities
1400	-Surveys
1430	-Training
1500	Adjourn (Early)

Wednesday, 16 Oct 02, Classroom 3 – DoD Logistics Overview		Air Force Institute of Technology (AFIT)
Thursday, 17 Oct 02, Classroom 3 – DoD Logistics Overview		AFIT
Friday, 18 Oct 02, Classroom 3 – DoD Logistics Overview		AFIT
0830	DoD Logistics Overview	AFIT
1130	Lunch	

1230	Defense Reutilization and Marketing (DRMS)	DRMS
	-Mission of DRMS	
	-Security Assistance	
	-Excess Inventory Inquiries	

| 1330 | Dismissal |

Saturday, 19 Oct 02

Picnic at Brian Bundy's

Monday, 21 Oct 02, Classroom 3 – Overview of DLA Operations (Tentative Replacement for DLA Today)/ National Presentation Preparation Time

| 0930 | HQ DLA Overview |

| 1130 | Lunch |

1230	Overview of DLA
	-Functions
	-Services
	-Organizations
	-Customer Service Handbook

| 1430 | Preparation Time for Presentations |

| 1530 | Adjourn |

Tuesday, 22 Oct 02, Classroom 3 – United Kingdom Presentation/National Presentation Preparation Time

0830	United Kingdom	U.K. NCB
	-Organization	
	-Functions/Operations	
	-Contracted Cataloging Functions-Challenges	

| 1130 | Lunch |

| 1230 | Preparation Time for Presentations |

| 1530 | Adjourn |

Wednesday, 23 Oct 02, Classroom 3 – Standardization/Specification and Standards/National Presentation Preparation Time

0830 (3 hours)	Introduction to Standardization
	-Procurement Documents and their Coordination
	-Item Reduction Studies
	-Related Reference Materials
	-DoD Standardization vs. DoD I&S

| 1130 | Lunch—KI Sponsored (planned by KI teams |
| | for hosted students assigned to each team) |

| 1230 | Preparation Time for Presentations |

| 1530 | Adjourn |

Thursday, 24 Oct 02, Classroom 3 – National Cataloging Center Operations/Observation Training: Establishing a Cataloging System

| 0830 | The Canadian Cataloging System | Canada NCB |

| 1130 | Lunch | |

| 1230 | How to Establish a NATO
National Codification Bureau | U.S. NCB
Canada NCB |

| 1530 | Adjourn | |

Friday, 25 Oct 02, Classroom 3 – National Presentations/Cataloging Data Systems, Room 1-1-4

| 0830 | Nations Assessments/Out-briefings
(15 min presentations per nation –6
- 3 hours 15 min Total) | Briefer for each nation
Commander, DLIS
 U.S. Representative,
  AC-135 Main Group |

| 1000
1001 | Exit Discussions with Directors (Directors
 Solicit Feedback from Students) | |

| 1030 | Open Session
-Question/Answer
-Presentations to Complete Open Items
-Comments about the course | KI Staff,
 NCB College |

| 1130 | Lunch | |

| 1230 | Nations Assessments/Out-briefings
(15 min presentations per nation –7
- 3 hours 15 min Total) | Commander, DLIS
U.S. Representative,
 AC-135 Main Group |

| 1345 | Adjourn (Early Dismissal) | |

Sunday, 27 Oct 02 – Travel to Columbus, OH/ Visit to Air Force Museum
**   (TDY in VOQ)**

| 0800 | Travel to Dayton, Ohio | |

| 1200 | Arrival in Dayton
Lunch | |

| 1300 | Visit to Air Force Museum
Wright Patterson AFB, Dayton, Ohio | |

Monday, 28 Oct 02 – Tour of Defense Supply Center (DSCC) Columbus, Ohio
**   (TDY in VOQ)**

| 0900 | Arrive at DSCC | |
| 0915 | Introductions of visitors and associates | |

| 0930 | DSCC Business Overview | |

| 1000 | Procurement Overview | |

14

1030	Tech Data/JEDMICS Overview	
1100	Item Management Overview	
1130	Supply Overview	
1200	Lunch in the DSCC Cafeteria	
1300	Inventory Management Overview	
1330	Tour of Mechanical Lab, Bldg. 9, Sec 1.	
1400	Tour of Readiness Shop, Bldg. 9, Sec 2	
1430	Tour to DDCO	
1530	Depart DSCC for Battle Creek	

Tuesday, 29 Oct 02 – FMS Logistics/Customer Support (DISAM)
           (TDY in VOQ)

0830	Welcome Remarks/DISAM Mission Briefing	Defense Institute for Security Assistance Management (DISAM)
0900	Introduction to Security Assistance and Legislation	DISAM
1040	The FMS Process	DISAM
1200	Lunch at Flywright Club, Area B	
1300	The FMS Process	DISAM
1440	LOA Terms and Conditions	DISAM

Wednesday, 30 Oct 02 - FMS Logistics/Customer Support (DISAM)

0830	Logistics Support of International Sales	DISAM
1200	Lunch	
	Return to Battle Creek, Michigan	

Thursday, 31 Oct 02 – Nations Assessments/Graduation

1000	Graduation Ceremony, (Palm Garden Room) (Open to all DLIS participants) Presentation of Federal Center Plaques Photo Session	
1100	Packing of Student Materials	

Friday, 1 Nov 02 – Departure